1951. **File No.** 747/48 II

B CLASS P.W **DEPARTMENT** F **BRANCH**

Subject:— File Branch + Issue Section Secretarial Depths.
Reorganisation of paras. 139-140, AEC's Report.

(18)

B1K 11951

File No. 747/48 II F.

Ftd. Sectt. Slip. 24 A.

G.R., G.D., No. 2408, dated 22-6-22.]

Correspondence

DOCKET SHEET

Subject :—

File No. 747/48 II

P. W. **DEPT.**

F. **BRANCH.**

References :—

Date	To whom sent.	Notes and instructions.

D.S. may see the H.D. circular at pps. 5-15 below (office order of H & D, No. 865 of 11-12-50) and see if we may request H.D. separetly to send us a copy for guidance.

(The case below is delayed).

Id/-
23/12/50

D.S. Id/-
27-12-50.

Confdl. P.W.D.

H.D. is requested pl. to supply to this Deptt. 3 copies of its Office Order No. 865, dated the 11th November 1950, containing instructions for the implementation of the orders issued in G.Rs., P.& S D., No. 3063/46, dated the 21st September 1950

Id/-
27-12-50

U.O. to H.D. dt. the 27-12-50.

H.D.

As desired by A.S. (P.W.D.), one copy of H.D. Order is supplied.

Id/-
27-12-50.
AS (P.W.D.),

U.O.R. to P.W.D. dt. 20-12-50.

747/48.

P. W. Deptt.

E. B. (II)

According to the orders issued in G.R., P. & S.D., No. 3063/36, dt. the 21st Sept. 1950, the head of the Branch has been vested with more authority and power with a view to ensureing a high standard of individual and collective effeciency. Accordingly, the duties of Supdts. are fixed as mentioned in para. 1 of the G.R. refd. to above. One of the items of Supdts! duties is -

"to sign reminders, and interimm replies and ~~mkk~~ ether very miner references."

The term "ether very miner references" requires clarification. It may be clarified that the drafts of purely routine nature which do not involve financial sanction and which donot convey any orders and whcih have been approved by the Asst. Secys., may be signed by the Supdts.If this is apprpved , all Supdts. in this Deptt. may be informed accordingly.

Id/-
15/12/50.

Id/-
18-12-50

A.S.D.

Id/-
19-12-50.

J.A.S.
S.A.S.
D.S. (R&B)
D.S.
Secy.

I do not know why this additional burden is proposed to be transferred to already overwashed Superintendents. I would like to discuss.

Id/-
23-12

This has been discussed w-ith D.S. pl. proceed furhher in the light of H.D. O.O.M No. 865, dt. the 11-11-50.

P.W.D.

E.B.(II).

Resubmitted with ref. to the Senior Asstt. Secy.'s note, dated the 30-12-1950.

2. For the implementation of the orders issued in G.R. P. & S.E., No. 3063/46, dated the 21-9-50, in con. with t recommendations contained in paras. 131 and 133 of the Report of the S.E.C. this Deptt. seem no objection to issue O.O. on the same lines on which the H.D. has issue that Deptt. O.O. No. 865, dated the 11-11-1950, except items (8) and(15) of that Order.

3. Item (8) is for approval and subject to any modifications thereof. As desired by the D.S., the Supdts. of Branches were consulted informally whether they were prepared to take up addnl. work mentioned in the O.N. at p. 1 ante. Only Supdts., A.B. (III), M.B. & Cont. Br., have expressed their willingness to accept the addnl. work.

4. Item (15) may be worded, if approved, as follows:-

"(15) A "Suggestion Book" as in form 'B' appended to this O. should be maintained and kept in the custody of the Suptd., Registry. All members of the staff are invited to make suggestions or observation if any, in the Book for improvement in office procedure, organisation or mehtods of Sectt. work. The Supdt., Registry, should put up the 'Suggestion Book to the Snr. Asstt. Secy. for approval of the suggestions made therein at least a weekkbefore the dates fixed for the quarterly meetings of the New Committee (Organization and Method Committee) constituted under G.R., P. & S.D., No. 3063/46, dated the 21-9-1950. The Snr. Asstt. Secy. should then place such of the suggestions as would be approved by him before the New Committee mentioned above for con-

consideration at the quarterly meetings."

Id/-
13-1-51

Id/-
12-1-51.

Para. 3 of e.n. Item (8) may be as per the H.D. O.O. dt. the 11-11-50.

A.A.S.
J.A.S.
S.A.S.

2. Para. 4 of e.n. Item (15) may be modified as suggested by the Office.

D.S. (R&B)
D.S.
Secy.

Id/-
13-1-51

I agree.

Id/-
15-1-51.

Yes. The "Suggestion Book" is already there, but there are no entries at all in it, which require consideration or orders. Only 2 entries have been made, but they have nothing to do with improvement in the office procedure.

Id/-
15-1-51.

Perhaps widen publicity regarding the Suggestion Book may result in a large number of entries.

Id/-
15-1

Id/-
15-1-51.

Id/-
16-1

P.W.D.

E.B. (II).

It has been decided to start the new indexing system from the 16-4-1951. According to this system the number of each file will consist of three letters indicating the main head followed by four figures indicating 2 figures for the sub-head, and 2 figures for the year and a final letter indicating the Branch. There are, however, several Branches in this office whose first letter is the same, like Estabt. Brs. I & II, Elecl. Brs. I & II; Accounts Branches I & II; Communications Branch and Control Branch. In the circumstances, it is proposed, simultaneously with the introduction of the new system, to allot each permanent Branch one distinctive letter commencing form 'A' and each temp. Branch a letter commencing from 'P', as shown below:-

S.N.	Name of Branch.	Proposed Distinctive letter.
	Permanent Branches.	
1.	Accounts Branch I.	A
2.	Accounts Branch II.	B
3.	Communic-ations Branch.	C
~~4.~~	~~Control Branch.~~	~~Q~~
~~5.~~	~~Electrical Branch I.~~	~~K~~
~~6.~~	~~Elect-~~	
5.	Electrical Branch. I.	K
7.	Establishment Brabch I.	E
8.	II	F
9.	Irrigation Branch I.	I
10.	Irrigation Brabch II.	J
11.	Miscellaneous Branch.	M
12.	Works Brabch.	W
	Temporary Branches.	
1.	Electrical Branch, II	P L
2.	Control Branch.	Q

A chart showing this is repared & copies supplied to all.

vide next page
Id/-
9/4

Id/-
9-4-51.

O followed in all papers, including Weekly Arrears List.

Id/-
9/4

The branches ~~are~~ be arranged as shown & this order.

Id/-
9-4-51

747/48
28272

P.W.D.

F. Br.

Submitted.

2. The P. & S.D. requests information on the following points:-

(i) The nature or classes of communications at present signed by the Supdts. in this Office;

(ii) Suggestions of this Deptt. in regard to the extent of authority which should be delegated to the Supdts. in signing various classes of communications so as to expedite disposal of cases at intermediary stages in order to relieve higher officers of routine work.

The information is required to establish a uniform policy in all Deptts. of the Sectt. in the matter.

3. As regards (i) , the communications signed by the Supdts. at present in this office are detailed in instruction (8) of the O.O. No, 956/ dated the 19-1-1951. Besided, they are also required to give, to a large extent, awaiting and filing orders on cases - vide instruction (9).

This is not relevant to (i) above.

As regards (ii), it does not seem possible to entrust any other work to the Supdts. In this connection, it may be stated that with the introduction of the new system of filing and indexing, the responsabilities of the Supdts. have increased enormously. It seems doubtful whether they will be able to bear further burden without serious dislocation of work.

This is misconcerned, only "signing" of communications is under consideration, and not other work.

4. If approved, the P. & S.D. will be informed in terms of the above paragraph.

Id/-
30-4-1951.

The Supdts. need not be burdened with the work other than that specified in items (8) of the O.O. relating to the signing of communications.

A.S.
A.S.
A.S.
S.

I agree with the A.A.S.

Id/-

3-5-51.

I agree. (vide margin 200)

Superintendents, under the new system, are more concerned with "superintendence" of work and should not be burdened with work nothing work or work of signing communications

If at a stretch, an A.S. finds it difficult to sign all formal communications, I would ask the Assistant dealing with the case to sign it for A.S. rather than ask Sup. to do this.

Id/- G.V.B
8/5-

SEPARATOR

G.R., G.D., No. 2408, dated 22-6-22.]

Correspondence

DOCKET SHEET

Subject :—

File No. _____ _____

_____ **DEPT.**

_____ **BRANCH.**

References :—

Date	To whom sent.	Notes and instructions.

Form 'B' accompanying Office Order Home Deptt. No.,————————, Dated ————————

S U G G E S T I O N B O O K.

HOME DEPARTMENT.

747/48.

FORM A.

PUBLIC WORKS DEPARTMENT SECRETARIAT.

File of Personal Record of Assistants.

———————BRANCH.

REPORT FOR THE QUARTER ENDING ———————

NAME -
(Sr/JR. Asstt.) Shri ——
Smt.
Kumari

REMARKS ——

CLASS ——

NAME -
(Sr/Jr. Asstt.) Shri ——
Smt.
Kumari.

REMARKS ——

CLASS ——

NAME -
(Sr/Jr.Asstt.) Shri ——
Smt.
Kumari.

REMARKS ——

CLASS ——

NAME -
(Sr/Jr. Asstt.) Shri ——
Smt.
Kumari.

REMARKS ——

CLASS ——

NAME -
(Sr./Jr.Asstt.) Shri —
Smt.
Kumari.

REMARKS ——

CLASS ——

Signature of Superintendent.

Dated the

FORM B.

SUGGESTION BOOK.

PUBLIC WORKS DEPARTMENT SECRETARIAT.

Name and designation of the member making the suggestion and date. 1	Subject in brief, e.g., noting system, filing system, endexing, labels, etc. 2	Present practise, its defects, disadvantages, etc. 3	Suggested practice. 4	Remarks of the Senior Assistant Secretary. 5

747/48.

Office Order No.

Public Works Department,
Bombay, January 1951.

For the implementation of the orders issued in Government Resolutions, Political and Services Department, No. 6063/46, dated the 21st September 1950, in regard to the recommendations contained in paragraphs 131 and 133 of the Report of the Administrative Enquiry Comittee, the Secretary is pleased to issue the following instructions for the information and guidance of Assistant Secretaries, Superintendents and Assistants in the Public Works Department Secretariat:-

(1) Superintendents should devote attention primarily to t he work of supervision, guidance and training of the assistants and in addition undertake original noting work to the extent of time available.

(2) As a rule, Senior Assistants should submit cases direct, but important cases should be submitted by them through the Superintendent. Junior Assistants should normally submit their cases through the Superintendent. Exception should, however, be made only in the case of efficient workers, a list of whom should be approved by the Assistant Secretary Concerned.

(3) The Superintendent should mark the post according to its urgency and should see that the cases are put up to him by the Assistants within the time prescribed in Secretariat Instructions 19 -22. The Superintendent, Registry, should attach 'urgent', 'very urgent', etc. labels to new receipts - post as well as papers received through local despatch as may be necessary before passing them on to the Noting Branches. Thereafter, the Superintendent of the Branch concerned will be held responsible for their retention or removal at proper stages.

(4) The Superintendent should allot the cases among the Assistants according to their experience, giving proper instructions to them regarding disposal and should see that each Assistant does a fair volume of work each day.

(5) The Supdt. should pass the cases put up by the Assistants or should revise them as the case may be, and mark them for the Assistant Secretary, Under Secretary, Deputy Secretary or Secretary according to the standing orders. The case should not contain more than one note form the office, the Superintendent re-writing modifying or adding to the note if he cannot accept it as it stands.

(6) The Supdt. should see that, after the cases are returned, orders are put up and issued without any undue delay.

(7) The Supdt. should keep track of all important and urgent cases submitted to Secretary (and other officers) and/or Honourable Minister and expedite their Personal Assistants where necessary.

(8) The Supdt. should sign fair copies of replies of an ad interim nature, post-card reminders, reminders to be sent by express letters and other very minor references which should include (1) letters forwarding copies of Government Resolutions, Circulars, Rules, etc., called for by Officers of this Government, (2) Memoranda returning other Department files, papers, etc., (3) communications to local officers calling for accompaniments to their letters, etc., not sent through oversight and (4) acknowleggement cards.

(9) Superintendents are authorised to give awaiting orders up to a certain date on ad interim replies to reminders and to give filing orders when no further action is called for on a case.

(10) The Superintendent should personally examine the cases on the table of each Assistant at least once a week -----

a week to satisfy himself that no Assistant is suppressing old cases from the weekly arrears list. He should also check the daily work sheet of each Assistant in the evening and certify on the work sheet that a full day's work has been done by the Asstt. before he is allowed to leave ~~xxxxxx~~ office.

(11) The Superintendent should maintain a personal record of his Assistants in Form 'A' appended to this Order, in which he should record his opinion about each Assistant and submit it to the Assistant Secretary concerned every quarter. The Superintendent may make a special report about his Assistant to the Assistant Secretary concerned if he finds that the Assistant's work is not particularly satisfactory. There should also be, if necessary, a separate file for each Assistant containing specimens of the work not properly done by him. For this purpose, the Superintendent may classify the Assistants under the following categories:-

CLASS A: Good reliable worker, both intelligent and hard-working.

CLASS B: Average intelligence but careful and hard-working.

CLASS C: Indifferent worker but capable of improvement. (This would be a case where a warning would be given).

CLASS D: A poor worker not fit to be retained.

These personal records, together with the files of specimens of work, if any, should be kept in the custody of the Assistant Secretary concerned and obtained from him by the Superintendents for recording their opinion in the last week of December, March, June and September and returned to him by the 1st of January, April, May and October, every year. Files of specimens of work may be obtained

from the .....

from the Assistant Secretary as and when required for placing fresh specimens of work in them

The Assistant Secretary concerned should warn orally an Assistant who is placed in Class 'C' by the Superintendent. If two warnings to an Assistant prove ineffective, his case should be submitted to the Deputy Secretary for furhher action.

(12) The Superintendent should bring to the notice of the Assistant Secretary concerned any changes or reforms in the method of working, etc., which may appear to him desirable.

(13) The Superintendent should see that, except for the half hour lunch period, an Assistant is not away form his desk for any long period.

(14) The Superintendent's other duties should be those prescribed in paragraphs 11 - 15 of the Secretariat Instructions.

(15) A "Suggestion Book" as in Form 'B' appended to this Order should be maintained and kept in the custody of the Superintendent, Registry. All members of the staff are invited to make suggestions or observations, if any, in the Book for improvement in office procedure, organizat-ion or me thods of Secretariat work. The Superintendent, Registry, should put up the 'Suggestion Book' to the Senior Assistant Secretary for approval of the suggestions made therein at least a week before the dates fixed for the quarterly meetings of the New Committee (Organization and Method Committee) constituted under Government Resolution, Political and Services Department, No. 3063/46, dated the 21st September 1950. The Senior Assistant Secretary should then place suc of the suggestions as would be approved by him before the New Committee mentioned above for sideration at the quarterly meetings.

Id/- 18-1-51.

(K.V.Joglekar,)
Deputy Secretary to the Governme
of Bombay, Public Works Departm

(1) Numbering of Files (para. 141 of A.E.C. Report).

We endorse the views of the S.E.C. agreed to by the Assistant Secretaries' Committee that the present system of numbering of files needs improvement. Instead, however, of the Decimal System of numbering recommended by the A.E.C., we suggest the following system which is based on that followed in the Central Secretariat. Under this system each Department would prepare after a systematic classification of subjects, a standard list of "Titles" of files comprising (1) the main head of title and (2) the sub head of title. The classification of subjects would be facilitated by the reference of the titles of current files dealt with in each Branch of the Secretariat Departments. The main head of title would be indicated by appropriate letters, for example the main head "Provincial Co-operative Bank" would be indicated by the letters "P. C B". Under a main head there will be sub heads each having an appropriate number. Thus the title "Provincial Co-operative Bank - Constitution of" would be indicated by "P C B 12"; '12' being the number if the sub head 'Constitution" under the main head.

For each title a new file will be opened every year, the file of the previous year being closed as soon as possible, such closure being done in the course of the next succeeding year. The year of the file will be indicated by the last two degits in the year, e.g., '51' in respect of a file of the year '1951'. Lastly the Branch of the Department will be indicated by a single letter A, B, C, D, &c.. The complete title would appear as fellows:

" P C B 1251 D"

Under the present system the marking of a file is represented by the file number followed by the Branch letter with a dash in betwee, this "5246/36-C". Here

'C'.....

Immediate.

Mr.Daruwala to see and state if this is clear enough, as guidance to Assistants.

Id. G.W.B.,
8-7-50.

S.A.S.

Sir,

Kindly see the note put up below. (slip A).

Id. D.N.D.
10-7-50.

Secy.

'C' stands for the Branch while the file number is '5246' of the series (1.to 10,000) started in 1938. In order to avoid dashes, brackets and oblique signs which lead to difficulties in typing and telegraphic transmission. we suggest that the new file marking should consist of three portions firstly letters representing the main head of title followed by a number the last two digits of which will represent the year of the file while the remaining digits will represent the sub head, followed by the Branch letter.

Under this system each Branch will have to drew up properly an exhaustive list of titles for files commonly needed by the Branch. The list would be prepared by the Assistant Secret ary and approved by the Secretary of the Department. No alterations in or additions to the list should be p ermitted without the approval of the Secretary of the Department. Under the more important main heads of titles, one number or more may be allotted for indicating a "General" or other sub heads. The approve list of titles of all Branches should be supplied to the Receipt Section, all Superintendents and all Officers of the Department.

The present 'O', 'P' and 'S' files would continue as they are. Each Branch will be furnished with a conversion table indicating the number of files in the General Register and its equivalent under the new system. In respect of all "current" files the new marking would be made on the files themselves in addition to their inclusion in the conversion table.

Consistency is essential in the selection of mai head and sub head of titles and it should be remembered th even if they are inappropriately chosen, so long as there consistency in their use, less mischief will be done than if they are in themselves better but inconsistently chosen A main head may be used alone if there is no sub head

.....

it.....

it but a sub head cannot be used without a main head and it is possible that a main head e.g. 'budget' may be used as a sub head under another main head e.g. "Police". If a file or an order deals with more than one subject, two or more complete titles under different heads may be necessary. In such cases the file should be indexed under the most important head only, while against the other heads a cross reference only should be given, i.e., "See - - - " (mention here the most important head ~~xxxyx~~ used for indexing the file). Thus "Government Servants Conduct Rules" may be indexed under "Rules - Government Servants Conduct" while a cross reference may be given to the title under:-

(1) G - "Government Servants Conduct Rules"

and

(2) C - "Conduct of Government Servants"

In case of Questions, Resolutions &c. in the Legislature, the indexing should be under the head "Legislative Assembly" or "Legislative Council" followed by "Question" or "Resolution" L A Q or L C Q or L A R or L C R, the sub head being the month and year, followed by the usual "subject" if the Question or Resolution. When a Question or Resolution results in the issue of a general order, the disposal should be indexed under the General Head with a cross reference under the Ligislature/ head. Similarly while personal cases should be indexed under the personal name generally, those cases which contain important discussions on general questions or have a general interest or application should be cross referenced under the appropriate sub head connected with the latter.

In the case of roads, a general file is opened at present for each road, e.g., Improvements to Pali-Phonda Road, construction of Dharwar-Goa-Konkan Road, and so on.

In the .....

It should not be beyond the ingenuity of the Asstt. to devise letters for indicating roads. In the two cases the lettering may be RD PLI PDA and RD PTE PLR.

In the new system it will be somewhat difficult to fin out appropriate letters, when roads with similar initial letters creep up. e.g., say Pali-Ponda Road and Patan - Palanpur Road. (This is only for the sake of argument). In such a case, Pali-Phonda Road will be designated by "PPH", while Patan-Palanpur Road will be designated by "PPN" and so on. In these cases, the main heading will be "Roads".

This can be easily done.

2. In the case of buildings, a place where the building is situated will also have to be indicated, e.g., Construction of Recreation Centre at Raipur, Ahmedabad. In Bombay, e.g., Byculla, Matunga, etc.

also the exact locality will have to mentioned.

Yes.

3. It is presumed that by the sentence "Under the more important main heads of titles, one No. or more may be alletted for indicating a "General" or other sub heads", there is to be a No. to allow all miscellaneous items which could not be grouped under the proper sub head.

IA/C Q/H

4. In the matter of L.A. and L.C. resolutions, etc. it is submitted that indexing suggested will be rather lengthy, e.g., "LAQ 750 RPR-12-D". This would represent the L.A. question received in July 1950 on the subject of "Improvements to Pali-Phonda Road" dealt with in D Bran

I don't think so. New titles are not required at the rate of 12 or 20 a day.

5. It is also submitted that it will be physically impossible for the Assistant Secretary (Any Assistant Secretary) to do the work of new indexing. A special pos of a Superintendent in the Lower Division is essentiall required to do this kind of work. It will be examined by the Assistant Secretary in charge of establishment and submitted to the Secretary for approval.

Id. D.H.D.
10-7-50.
S.A.S.

Margins. The remarks of A.S. were called on quite different matter.

Id. G.V.B(edekar),
10-7-50
Secy., P.W.D.

Id/-
25-8-50

Administrative Enquiry Committee's Report.
Recommendation contained in paragraph 133
of the .....

GOVERNMENT OF BOMBAY,
Political and Services Department,
Circular No. 3063/46,
Bombay Castle, 27th March 1951.

C I R C U L A R.

Attention of all Departments of the Secretariat is invited to paragraph 1 (f) of Government Resolution, Political and Services Department No. 3963/46, dated the 21st September 1950 and they are requested to communicate to this Department the nature of classes of communications which are signed by the Superintendents at present. The Departments are also requested to make such observations and suggestions as they may deem fit in regard to the extent of authority which should properly be delegated to the Superintendents in signing the various categories of communications so as to expediate the disposal of cases at intermediary stages and relieve higher officers of routine work. The information is required as it is proposed to establish an uniform practice in all Departments of the Secretariat in this matter.

By order of the Governor of Bombay,

Id. S.G.Desai,
For Chief Secretary to the Government of Bombay,
Political and Services Department.

To

All Departments of the Secretariat.

Letter.

No. 747/48-F.

Public Works Department,
Bombay Castle (Bombay No.1),
22nd May 1951.

To

The Chief Secretary to the Government of Bombay,
Political and Services Department.

Subject:- Administrative Enquiry Committee's Report.
Recommendations contained in paragraph 133 of the -.

With reference to Government Circular, Political and Services Department, No. 3063/46, dated the 27th March 1951, I am directed to state that the marginally noted communications are signed by the Superintendents of this Department at present.

(i) Fair copies of replies of an interim nature.	
(ii) Post card reminders.	
(iii) Un-official reminders.	
(iv) Express Letter reminders.	
(v) Telegrams and post copies thereof.	
(vi) Letters forwarding copies of Government Resolutions, Circulars, Rules, et c., called for by Officers of this Government.	
(vii) Memorandum returning other Department files, papers etc.	
(viii) Communications to local officers calling for accompaniments not sent through over - sight.	
(ix) Acknowledgement Cards.	

2- The Superintendents under the new system, are more concerned with "superintendence" of work and this Department considers that they should not be burdened with any additional works.

By order of the Governer of Bombay,

Id. 24.5.51.

Assistant Secretary to the Government of Bombay,
Public Works Department.

D.A: Nil.